Form NP

0. NEW PROGRAM PROPOSAL FORM

Sponsoring Institution(s):	State Fair Community College
Program Title:	Health Information Technology (HIT)
Degree/Certificate:	Associate of Applied Science Medical Office Assistant Certificate
Options:	AAS Health Information Technology (HIT) Medical Office Assistant Certificate
Delivery Site(s):	State Fair Community College, Sedalia, MO
CIP Classification:	51.0707
Implementation Date:	August 2012
Cooperative Partners:	Not Applicable
Expected Date of First Graduation:	May 2014

AUTHORIZATION

Dr. Brent Bates, Vice President of Educational Services_____5-4-11__
Name/Title of Institutional Officer Signature Date

Dr. Brent Bates. Vice President of Educational Services_660-596-7252_ bbates@sfccmo.edu
Person to Contact for More Information Telephone Email

1. NEED:

The mission of State Fair Community College (SFCC) is to be an accessible, learning-centered institution, enriching its students and community by providing skills, knowledge, and perspectives essential for a changing world. According to the U.S. Bureau of Labor Statistics, health care is one of the largest industries and provides 14.3 million jobs for wage and salary workers. Ten of the twenty fastest growing occupations are health care related. Health care will generate 3.2 million new wage and salary jobs between 2008 and 2018, more than any other industry, largely in response to rapid growth in the elderly populations. Many job openings should arise in all health care employment settings as a result of employment growth and the need to replace workers who retire or leave their jobs for other reasons. Wage and salary employment in the health care industry is projected to increase 22% of all wage and salary jobs added to the economy from 2008 through 2018.

A. Student Demand:

The total class size for the first year is projected at 25 students, reaching 100 students within the first five years. Beginning enrollment numbers were determined through analysis of regional and national needs and interest.

STUDENT ENROLLMENT PROJECTIONS
(Form SE)

Year	1	2	3	4	5
Full-Time	15	40	50	50	50
Part-Time	10	20	30	40	50
TOTAL	25	60	80	90	100

There are currently no plans to cap enrollment, however the college is working with a consortium of other colleges on a Department of Labor grant. If the grant is received, enrollment caps may be necessary as part of the terms of the grant.

B. Market Demand:

National – Each year an estimated 6,000 new Health Information Management (HIM) positions need to be filled due to industry growth and attrition. The American Health Information Management Association (AHIMA) conducted a web-based survey of health care employers on the topic of the value of industry certification. The survey showed that 83% of employers favor industry credentials, 70% said credentialed employees help reduce exposure to fraud and abuse, and 68% said credentials improve the delivery of quality health care and require less training.

The AHIMA Vision 2016 proposes to elevate the requirement for the AHIMA coding credentials to require an associate degree based on the above and other studies conducted by AHIMA showing only 51% of coders reporting their academic background as an associate degree. According to AHIMA, associate degree programs emphasize skills in health data collection and data quality, monitoring of electronic medical records, and adhering to legal and regulatory standards.

AHIMA national workforce research study concurs with the Bureau of Labor Statistics report indicating a 49% growth in HIM positions by 2010. Technology will continue to play an increasingly important role in health care and drive the need for HIM professionals who are properly educated and positioned to work with the electronic health record (EHR) by 2014. While there are more than 200 accredited degree programs available nationwide, in many areas of the country the demand for HIM programs far exceeds availability. The value of HIM programs to academic institutions is that enrollment is increasing. HIM education is very attractive to career change students, because it offers curricula conducive to distance learning options at all academic levels. The prospect of applying technology skills to the dynamic and growing field of health care is attracting a large, diverse population of students seeking an HIM career. HIM

programs at all levels support a career track in the rapidly growing field of health informatics education.

State, Regional, and Local - Missouri is projected to have more than 150,500 job openings from 2009 through 2011 in the health care industry. In this timeframe, the twenty occupations with the fastest projected growth in the state include eight health care-related occupations. In the occupations on the top twenty fastest growing list, sixteen occupations are new to the top list, five of which are associated with medical services. Health Information Technicians are on this list with the top industries of employment being hospitals, legal services, physicians' offices, and long-term care facilities. Missouri's long-term projected employment is over 5,500 positions in Medical Records and Health Information Technology with average annual openings over 200. Missouri has an outstanding long-term outlook for employment in Health Information Technology.

A recent market study of our service area, conducted by SFCC, showed there was a need in the area for seven Allied Health Science Industry related programs. Among those seven industries was a need for Medical Records and Health Information Technicians. The market study also indicated students and prospective students are seeking greater access to course through alternative delivery systems. As a result of that information, the Health Information Technology program will be delivered completely online. Online course offerings at SFCC have been growing by over 30% per semester for the last year, comprising over 23% of total SFCC credit hours, attesting to our strength in this delivery method.

Meetings over the past year with the Advisory Committee for a non-accredited Medical Office Administration program also confirmed the above information. That committee specifically recommended the college pursue an accredited program to offer students more employment opportunities in the changing health care field.

C. Societal Need:

The implementation of the Health Information Technology for Economic and Clinical Health (HITECH) Act, adoption of ICD-10-CM/PCS by October 2013, EHR by 2014, and AHIMA's Vision 2016 all support the demand for an Associate Degree in Health Information Technology.

The HITECH Act is looking to improve American health care and patient care through an investment in Health Information Technology. The preparations of the HITECH Act are specifically designed for everyone to work together to provide necessary partnership and technical support to providers, enable coordination and alignment within and among states, establish unity to the public health community in case of emergencies, and assure the workforce is suitably trained and equipped to be meaningful users of EHRs. Together, these programs form the foundation for every American to benefit from an EHR, as part of a interoperable system of health care delivery.

The ICD-10-CM coding classification system contains more than 68,000 diagnoses codes compared to 13,000 in ICD-9-CM. The ICD-10-PCS contains 87,000 procedure codes.

Both coding classification systems will allow the coder to code to specificity and more accurately, reduce coding errors, improving the quality of health care, quality of health statistics, reduce costs and improving efficiency, and will have greater success towards achievement of an EHR. The increase of diagnoses codes will decrease the productivity of the coder opening employment opportunities in Health Information Technology.

According to the U.S. Department of Health and Human Services, Administration of Aging, one in every eight Americans is age 65 or older. The agency is predicting that by 2030, there will be 72.1 million older persons, more than twice the number as in 2000 and nearly 20% of the population. The area of mid-Missouri served by SFCC has one of the fastest growing populations of older persons as a percentage of the population in the United States. This growth in the aging population stresses the importance of the health care community, including long-term health care facilities, which will be among some of the important employers for Health Information Technology graduates.

The population is rapidly growing and changing through ethnicities and racial composition. The changes of the population are impacting the nation's health with levels of disease prevalence and disability, behaviors and access to health services differ by race and ethnicity. The aging population and change in racial and ethnic population will affect the employment of Health Information Technology through the managing, analyzing and utilizing the documentation vital for patient care, having it accessible to health care providers when it is needed. The health information technologist maintains the security, integrity, confidentiality, and availability of the medical record in every type of health care setting.

D. Methodology used to determine "B" and "C" above:

1. Statistical research, January/February 2011. Sources include:
   a. U.S. Bureau of Labor Statistics
   b. Occupational Outlook Handbook
   c. Missouri Economic Research and Information Center
   d. U.S. Department of Health and Human Services
   e. Labor Statistic Internet research
   f. American Health Information Management Association (AHIMA)
   g. Center for Disease Control
   h. Census Bureau
   i. Health Information Careers
   j. State Fair Community College Feasibility Study, December 2008.

2. State Fair Community College Academic Affairs

2. DUPLICATION AND COLLABORATION:

State Fair Community College covers a 14-county region in Central Missouri that is experiencing population growth in an aging population that will utilize servicing in the health occupations professions. SFCC's program will be unique in that the program will be offered

all online. The AAS Degree program in Health Information Technology will be one of five similar programs in Missouri.

The other four are:

- Metropolitan Community College - Penn Valley (Kansas City, MO) offers an accredited AAS degree in Health Information Technology and certificate for Coding Specialist.

- Missouri Western State University (St. Joseph, MO) offers an accredited AAS degree in Health Information Technology.

- Ozarks Technical Community College (Springfield, MO) offers an accredited AAS degree in Health Information Technology and certificate for Coding Specialist.

- St. Charles Community College (Cottleville, MO) offers an accredited AAS degree in Health Information Technology.

SFCC is currently working with a consortium of other colleges on a Department of Labor grant to maximize resources available for implementing the Health Information Technology program. SFCC will also be seeking articulation agreements with Stephens College (Columbia, MO) and Saint Louis University (St. Louis, MO) to facilitate a seamless transfer of the AAS Health Information Technology degree to the Baccalaureate HIM programs offered at each of those four-year institutions.

3. PROGRAM STRUCTURE - Form PS:

A. Total credits required for graduation:

AAS Degree in Health Information Technology:	66 Credits
Medical Office Assistant Certificate	32 Credits

B. Residency requirements, if any:

Residency status is determined by a student's permanent legal address at the time admission is applied for. For dependent students under 21, this is the same as their parents' address. All full-time active duty military personnel stationed on a Missouri military base, their spouse, and dependent children, are considered residents of the district.

To qualify for a degree a student must:

1. Complete 66 semester hours of credit for the AAS degree. These hours will consist of 47 hours of core curriculum and 19 hours of general education and electives.

2. Complete, at SFCC, at least the last 12 semester hours of college credit taken toward the degree. If the student has been enrolled full-time for the previous two consecutive semesters and lack fewer than nine hours to complete the degree, he/she may request

to transfer credit back from an approved college. Approval must be granted by the Registrar prior to taking the transfer credit.

C. **General Education:** **Total Credits:** 16

Courses (specific course OR distribution area and credits):

ENGL 101	English Composition I	3 credits
HIST 101	U.S. History Before 1877 (or)	
HIST 102	U.S. History Since 1877 (or)	
POLS 101	American/National Government	3 credits
MATH 112	Intermediate Algebra	3 credits
HLTH 101	or PEAC 116 or PEAC 117 or PEAC 118 or PEAC 119 or	
	PEAC 121 or PEAC 122 Wellness course	1 credit
PSY 101	General Psychology	3 credits
BADM 109	Business Ethics	3 credits

D. **Major Requirements:** **Total Credits:** 50

MEOF 101	Medical Terminology I	3 credits
CAPP 125	Microcomputer Applications	3 credits
New	Introduction to Health Information Technology	3 credits
BIO 207	Human Anatomy with Lab	4 credits
New	Health Care Technologies	3 credits
New	Pharmacology and Diagnostic Procedures	3 credits
New	Health Care and the Law (includes HIPAA and Compliance)	3 credits
MEOF 102	Medical Terminology II	3 credits
BIO 208	Human Physiology with Lab	4 credits
New	Health Care Statistics and Quality Management	3 credits
BSMT 125	Human Relations	3 credits
New	Pathophysiology	3 credits
New	Coding Classification Systems	3 credits
New	Outpatient Coding (CPT-4/HCPCS)	3 credits
New	Health Care Financial Management	2 credits
New	Supervised Clinical Experience (120 hours)	3 credits
SS 120	Employment Strategies	1 credit

E. Free elective credits: **None required**

F. Requirements for thesis, internship or other capstone experience:
Supervised Clinical Experiences are to be completed with a sponsoring hospital, physician's office, clinic or other health care setting with directed projects common to a clinical coding specialist on the job. Students will be assigned specific professional practice projects to be completed at the site and will participate in management and administrative activities. In addition, students will be required to submit one written report.

G. Any Unique features such as interdepartmental cooperation:

Medical Office Assistant Certificate **Total Credits:** 32

This certificate will give the student basic employment skills needed to obtain entry level employment in the Health Information Management field. These basic employment skills will qualify students to work in rehabilitation centers, medical offices, hospitals, long-term care facilities, or any facility that maintains medical records. Students can further enhance their skills and increase their employment opportunities by continuing their education with the AAA Health Information Technology degree.

Courses (specific course OR distribution area and credits):

CAPP 125	Microcomputer Applications	3	credits
MEOF 101	Medical Terminology I	3	credits
BIO 207	Human Anatomy with Lab	4	credits
OADM 118	Transcription Skills	3	credits
New	Introduction to Health Information Technology	3	credits
CAPP 160	Word	3	credits
New	Coding Classification Systems	3	credits
MEOF 105	Medical Office Procedures	3	credits
New	Health Care and the Law	3	credits
MEOF 110	Clinical Assisting Techniques	3	credits
MEOF 111	Clinical Practicum	1	credit

4. PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS: Form PG

Institution name: State Fair Community College
Program name: Associate of Applied Science in Health Information Technology
Date: April 2011

Student Preparation

- The AAS Health Information Technology program will adhere to regular college admission standards. No special preparation or standards will apply.

- The majority of the students will be full-time students interested in meeting the needs of the growing demand for careers in Health Information Technology.

Faculty Characteristics

- The Health Information Technology program coordinator will be required to be certified as an RHIA or RHIT and have a minimum of a baccalaureate degree. Any faculty member assigned to teach coding classes will be required to be certified as an RHIA, RHIT, CCS or CCS-P. If accepted, proposed 2011 CAHIIM standards will require one full-time faculty member in addition to the program director.

- Full-time faculty members will teach 85% of credit hours.

- Since this degree will be offered completely online, all faculty will be required to learn and utilize online instructional software and practices. In addition, full-time faculty will be required to advise and enroll students, update and maintain curriculum, conduct advisory meetings, assist students with placement, maintain professional memberships, and attend training and unit/department meetings.

Enrollment Projections

- An estimated 50 full-time majors will be in the program by the end of five years.

- An estimated 50% full-time enrollment and 50% part-time enrollment will be in the program by the end of five years.

Student and Program Outcomes

- Based upon enrollment projections, and an 80% graduation success rate the program would have 12 graduates three years after implementation and 40 graduates five years after implementation.

- The graduate will be ready to enter the workforce in a number of Health Information Management positions. Specific skills the graduate will have upon completion of the program include the ability to: maintain, compile, and report health information data

for reimbursement; plan facilities; manage risk, perform quality assessment and research; abstract and code clinical data using appropriate classification systems; and analyze health records.

- All students will be required to take the AHIMA Certification Examination for the Registered Health Information Technician. For assessment purposes an 80 percent pass rate is expected.

- Upon completion of any AAS degree, students are required to take the ETS Proficiency Profile. For assessment purposes 80% percent of students will be expected to score above the 50^{th} percentile.

- Current indications are that job placement rates within an industry related to the course of study will be high. Estimates for graduates are greater than 75 percent.

- Although the State of Missouri does not record transfer information for AAS degree candidates, this program is being designed in coordination with other four-year degree institutions for ease of transfer in a similar course of study should the graduates desire to continue their education.

Program Accreditation

- The State Fair Community College AAS-Health Information Technology program will fall under general accreditation with State Fair Community College, which is accredited by the Higher Learning Commission of North Central Association of Colleges and Schools. The program will also be accredited by the Missouri Coordinating Board of Higher Education.
- Additional program specific accreditation will be pursued through the Commission on Accreditation of Allied Health Education Programs (CAHIIM) in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA). Candidacy Status will be sought and obtained before the start of the Fall 2012 semester. Accreditation will be obtained within the two-year period allowed for accreditation approval.

Alumni and Employer Survey

- **Expected satisfaction rates for alumni, including timing and method of surveys.** The college does not have a formal process to collect, analyze and communicate specific responses, satisfaction level, or complaint information from alumni and other stakeholders. However, the college does have processes to collect, analyze and communicate input from students and other stakeholders. Typically, these methods are used to identify areas for improvement. With that information, the college uses strategic planning, strategies, and tactics to address the targeted areas. Rarely is the information used cumulatively; summative measures are taken only if results are so disturbing that summative rather than a formative process is required to take immediate or drastic action.

The college anticipates an alumni survey in FY11 which will measure continued participation and satisfaction scales. The college's alumni relations office will coordinate these efforts.

- **Expected satisfaction rates for employers, including timing and method of surveys.** The college does not have a formal process to collect, analyze and communicate specific responses, satisfaction level, or complaint information from employers and other stakeholders. However, the college does have processes to collect, analyze and communicate input from students and other stakeholders. Employer satisfaction is listed as one of the college's key performance indicators and intends to conduct, compile, analyze, and measure employer satisfaction data.

  A team of employees is in the process of establishing an employer satisfaction survey and report. Members of this team include academic administration and faculty who represent accredited and certified programs.

  The college anticipates an employer satisfaction survey in FY11.

5. ACCREDITATION

Additional program specific accreditation will be pursued through the Commission on Accreditation of Allied Health Education Programs (CAHIIM) in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA). Candidacy Status will be sought and obtained before the start of the Fall 2012 semester. Accreditation will be obtained within the two-year period allowed for accreditation approval.

6. INSTITUTIONAL CHARACTERISTICS

State Fair Community College is committed to providing students with skills, knowledge, and perspectives for a changing world. Health care is definitely changing and now is the time to implement a Health Information Technology that will prepare students for the changes in the Medical Record and Information Management fields of health care. Many of the existing program-related career biomedical science and general education courses will be utilized by the new program and the college is committed to provide the resources necessary for additional faculty and new courses.

State Fair Community College has a long history of working closely with industry leaders to maintain, improve, and grow existing programs. To continue this practice, the college will develop and meet with an AAS Health Information Technology advisory committee. The program coordinator will work with area facilities to find representatives to serve on the committee to ensure the program is always changing and evolving appropriately for market needs.